



**DEPARTMENT OF THE NAVY**

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 4010.1E

Code 0107

26 Feb 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 4010.1E

From: Commanding Officer

Subj: PRECIOUS METALS RECOVERY PROGRAM

Ref: (a) BUMEDINST 4010.3  
(b) NAVPUB 4010.1E  
(c) DOD DIRECTIVE 4160.22  
(d) Title 22, CCR Section 66262.11  
(e) NAVHOSP29PALMSINST 7510.2C

Encl: (1) Sample Recovery of Precious Metals Report  
(Report Symbol #4010-1)  
(2) Sample Memorandum for Audit Report of Silver Recovery

1. Purpose. To publish functions for the Precious Metals Recovery Program for Naval Hospital, Twentynine Palms, California as required by references (a) through (d).

2. Cancellation. NAVHOSP29PALMSINST 4010.1D.

3. Background. Reference (b) advises that a critical shortage of precious metals from U. S. sources and a large demand in the manufacturing of defense materials dictates the need for a Precious Metals recovery program. The program will reclaim precious metals including silver from radiographic and photographic processing solutions, scrap X-ray film, dental scrap, and other precious metals bearing scrap.

4. Action

a. Head, Material Management Department shall:

(1) Be appointed as Command Precious Metals Recovery Program Coordinator in writing by the Commanding Officer.

(2) Maintain procedures to account for and recover silver from Electrolytic Silver Recovery Units, scrap radio-graphic or photographic film, and other silver bearing scrap. These procedures will include the receipt, storage, and transfer of material to the Defense Reutilization and Marketing Office (DRMO), Barstow California, or contract personnel.

(3) Transfer recovered precious metal materials to DRMO or contractors as appropriate.

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(4) Submit a quarterly Recovery of Precious Metals Report to Naval Medical Logistics Command, per sample shown in enclosure (1). De-silvering is done quarterly at this Command by outside contract personnel. As such, this material is not reported quarterly.

b. Chairman, Command Audit Board shall:

(1) Assign a Command Precious Metals Recovery Program Monitor.

(2) Ensure that a semi-annual audit of this program is scheduled.

c. Command Precious Metals Recovery Program Monitor shall:

(1) Ensure the installed electrolytic silver recovery unit is properly secured and de-silvered by the contractor quarterly.

(2) De-silver during regular working hours in the presence at least one member of the Precious Metals recovery Audit Board, convened under the cognizance of the Command Audit Board, per reference(e).

(3) Prepare and forward a DD Form 1149 and DD Form 1348/6 to the Command Precious Metals Recovery Coordinator annually for the transfer of radiographic film.

(4) Submit the expired and exposed radiographic and photographic film to the Command Precious Metals Recovery Program Coordinator for processing.

(5) Ensure Semi-Annual memorandum is submitted, per sample shown in enclosure (2).

d. Head, Radiology Department shall:

(1) Ensure that the electrolytic silver recovery unit is secured at all times.

(2) Ensure that expired and exposed radiographic and photographic film are properly packaged prior to submission for silver recovery processing.

5. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.

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6. Required Reports. The Recovery of Precious Metals Report (Report Symbol 4010-1) is due to the Naval Medical Logistics Command (NAVMEDLOGCOM), Fort Detrick, Frederick, Maryland, with a copy to Healthcare Support Office, San Diego, California by the last day of the month following the end of each fiscal quarter.

7. Forms. Requisition and Invoice/Shipping Document, DD-1149 and Single-Line Item requisition Document, DD-1348/6 are available through Central Files.



C. S. CHITWOOD

Distribution:  
List A

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SAMPLE RECOVERY OF PRECIOUS METALS REPORT

Ser XXXX/9X-XXXX 4010  
(Date)

From: Commanding Officer  
To: Commanding Officer, Naval Medical Logistics Command,  
Fort Detrick, Frederick, MD 21702-5015

Subj: RECOVERY OF PRECIOUS METALS REPORT

Ref: (a) BUMEDINST 4010.3

1. The following Recovery Precious Metals Report is submitted  
for the \_\_\_\_\_ quarter of FY \_\_\_\_\_.

<u>Material</u>	(Multiply) <u>U. S. Measured/Wt.</u>	(By) <u>Conversion</u>	(To Obtain) <u>Measure/Wt.</u>
Photographic fixer	_____gal.	3.785	_____liters
Silver bearing sludge	_____oz.	31.103	_____grams
Silver flake	_____oz.	31.103	_____grams
Exposed X-ray film	_____lb.	0.373	_____kilograms
Expired X-ray film	_____lb.	0.373	_____kilograms

2. If additional information is required, point of contact for  
this report is \_\_\_\_\_, who can be reached at  
Commercial \_\_\_\_\_ or DSN \_\_\_\_\_.

\_\_\_\_\_  
By direction

Copy to:  
HLTHCARESUPPO San Diego

Report Symbol # 4010-1

Enclosure (1)

SAMPLE MEMORANDUM FOR AUDIT REPORT OF SILVER RECOVERY

(Date)

MEMORANDUM

From: Precious metals Recovery Program Monitor  
To: Commanding Officer  
Via: (1) Head, Radiology Department  
(2) Chairman, Command Audit Board  
(3) Director for Administration  
(4) Executive Officer

Subj: SEMI-ANNUAL AUDIT OF NAVAL HOSPITAL PRECIOUS METALS  
RECOVERY PROGRAM

Ref: (a) NAVHOSP29PALMSINST 4010.1E.

Encl: (1) Requisition and Invoice/Shipping Document (DD-  
1149)  
(2) Invoices from Contractor Pick-up of Silver  
Cartridges

1. In accordance with reference (a), the Precious Metals  
recovery Program (PMRP) was audited on (date) with the  
following PMRP Audit Board members present:

- a. (full name, rank, corps, and service), Senior Member
- b. (full name, rank, corps, and service), Member
- c. (etcetera)

2. Enclosure (1) indicates that (x) pounds of film was  
turned in to DRMO Barstow this audit cycle. (OR: 2. No film  
was turned in to DRMO Barstow this audit cycle.)

3. Enclosure (2) indicates that (x) ounces of silver were  
ultimately recovered by the handling contractor from the  
radiographic processing unit this audit cycle.

4. No actual recovered silver or silver waste was handled  
by any Naval Hospital personnel.

5. No difficulties were encountered this audit cycle. (OR:  
5. The following difficulties were encountered this audit  
cycle: a. (narrative of difficulty) b. etc).

(name,rank,corps,service) (name,rank,corps,service)  
(name,rank,corps,service)

Senior Member

Member

Member

Approved/Disapproved:

(name,rank,corps,service)  
Commanding Officer

Enclosure (2)